

**PERSONNEL****JOB ABANDONMENT**

- A. A contracted employee who fails to report for work for five (5) consecutive days and does not notify his/her supervisor of the absences shall be deemed to have abandoned his/her job. At the conclusion of the five (5) day period, the supervisor shall notify the employee by letter sent certified mail, return receipt requested that he/she is considering recommending the employee for dismissal for job abandonment. Such letter must give the employee the opportunity to contact the supervisor to discuss the situation within one (1) day of receipt of the letter. If the employee responds within one (1) day of receipt of the letter, the supervisor shall then decide whether to move forward with the recommendation to dismiss or to give the employee the opportunity to keep his/her position. If the employee does not respond within one (1) day of receipt of the letter, the supervisor may then move forward with the recommendation to dismiss. All recommendations for dismissal shall be directed to the appropriate Assistant Superintendent who shall follow the procedures set forth in R5-3.2 entitled *Grievances and Grievance Procedures: Supervisory and Service Employees*.
- B. A sample letter to the employee from the supervisor is attached as Appendix A.

Approved by Division Superintendent: June 21, 2005  
(Effective July 1, 2005)

Board Review: June 21, 2005 Staff Review: June 28, 2005 Responsible Department: Human Resources
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(continued)

## **APPENDIX A**

### **Certified Mail, Return Receipt Requested**

Date

Name

Address

Dear:

I am writing to advise you of our intention to recommend termination of your employment as a \_\_\_\_\_. Your failure to report to work for at least the last five (5) days as scheduled and contact your supervisor as required constitute job abandonment. (Specifically, you have failed to contact us about your absence for the last \_\_\_\_\_ weeks). If you intend to continue your employment with Stafford County Public Schools, you must contact me within one (1) day of your receipt of this letter to discuss the situation. Please keep in mind that if you decide to resign, it is extremely important that you immediately return the building keys, if applicable, and write a letter of resignation. I may be reached at \_\_\_\_\_ to discuss your employment status.

Sincerely,

Principal/Supervisor

cc: Executive Director of Human Resources  
Director of Payroll and Benefits  
Assistant Superintendent  
Payroll Manager